



THESE GUIDELINES WILL BE MADE AVAILABLE UPON
REQUEST IN TO MEET SPECIAL NEEDS

**IMPORTANT INFORMATION ABOUT YOUR ARTISTIC
DOCUMENTATION:**

The Indiana Arts Commission will no longer accept artistic documentation on cassettes, VHS tapes, slides, or photographs. All mailed documentation, with exception to literary pieces, musical scores, theatre and screen plays, must be submitted on a CD or DVD. All image files must be formatted at 1920x1920 pixels and saved as JPEG.

Artistic documentation can not be submitted via email. There are no exceptions.

**INDIVIDUAL ARTIST PROGRAM
(IAP) FY2009 APPLICATION
INSTRUCTIONS**

**THE APPLICATION MUST BE
COMPLETED IN OUR ONLINE
GRANT SYSTEM, INDIANA
GRANTS ADMINISTRATION
(INGA) ON OUR WEBSITE**

Application deadline
February 1, 2008 4:30 p.m. EST

Artistic Documentation Deadline
February 1, 2008 4:30 p.m. EST

Project Dates
July 1, 2008 through
June 30, 2009

Final Grant Report deadline
May 29, 2009

Complete application at:
www.IN.gov/arts –Apply for &
Manage Your Grants – INGA

Indiana Arts Commission
Attention: IAP Grant Application
150 West Market Street, Suite 618
Indianapolis, IN 46204

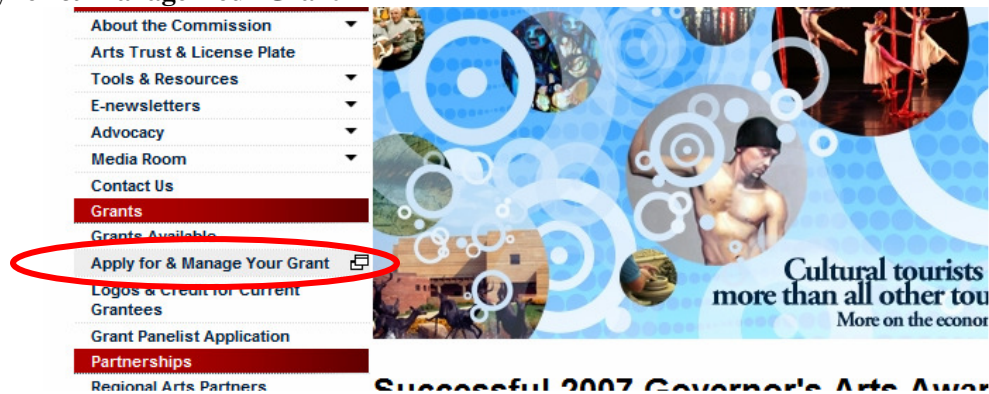
Individual Artist Program (IAP) Application Instructions

1. Go to the IAC home page (www.in.gov/arts)



The screenshot shows the IAC homepage with the IN.gov header and navigation menu. The main banner features the IAC logo and the text "Cultural tourists spend 33% more than all other tourist segments." Below the banner is a section titled "Successful 2007 Governor's Arts Awards!" with a photo of Governor Mitch Daniels at a podium and a link to "Click here to read the whole story!". The left sidebar contains a menu with categories like "Grants", "Partnerships", and "Events Listing in Your Area". The right sidebar has sections for "Online Services" and "Artists Spotlight".

2. Click on "Apply for & Manage Your Grant"



This screenshot shows the same IAC homepage as before, but with the "Apply for & Manage Your Grant" link in the left sidebar menu highlighted with a red circle. The link is located under the "Grants" category.

3. This will open a new window that will look like this. This is the Indiana Grants Administration (INGA) website.



Introducing INGA (Indiana Grants Administration)!

The Indiana Arts Commission is excited to provide a new online grant system that allows artists and organizations (arts providers and public entities) to submit grant applications online and track existing grant records (FY2008 and beyond).

Before starting this process, be sure to visit <http://www.in.gov/arts/> for complete instructions, eligibility requirements, and grant guidelines.

New grant users will need to create a Grant User Profile. This profile allows the user to create grant applications, access grants that are in progress, and receive important grant related communications from the Indiana Arts Commission. **PLEASE NOTE:** Carefully following the instructions will ensure that the profile is set up correctly. All users must have a valid electronic email address in order to set up a profile.

You will also need the most recent version of Adobe Acrobat. This is a free application that you will need to view application previews. Visit the [Adobe website](http://www.adobe.com) to download Acrobat Reader. It may take up to 30 minutes on a dial-up connection.

New Grant Users:

[Click Here to create an Individual profile.](#)
[Click Here to create an Organization profile.](#)

Returning Grant Users:

User Name:

Password:

Forgot your Username or Password?

Enter your email address:





4. If you applied last year, the IAC created a profile for you. Enter your email address and click “Send me my login information”.

Password:

Forgot your Username or Password?

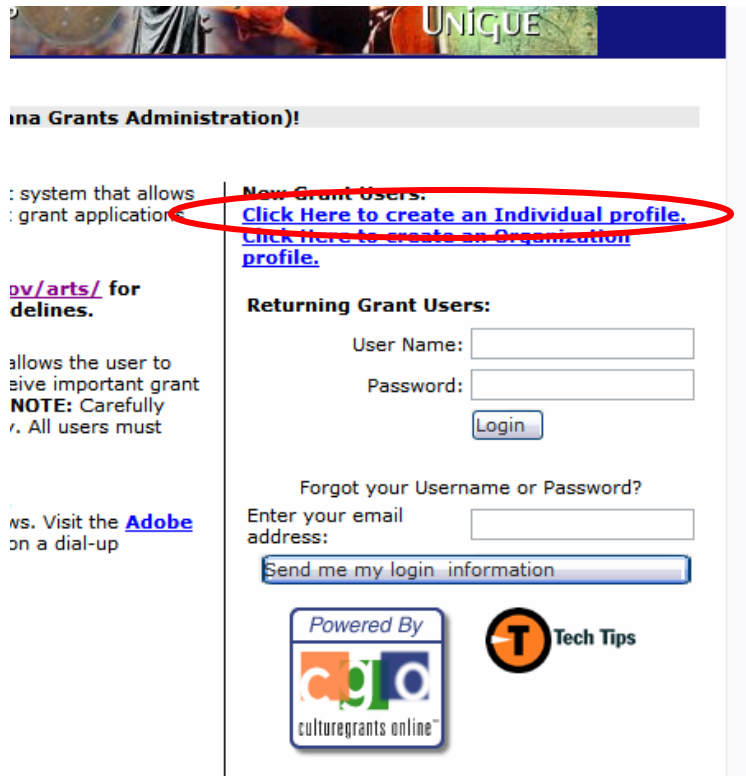
Enter your email address:

Powered By 



Individual Artist Program (IAP) Application Instructions

5. If you did not apply last year, you will need to create a profile. Click “Click Here to create an Individual profile” to get started.



6. Please read the Terms and Conditions. If you agree with them, click “Yes, I Agree”.



TERMS AND CONDITONS

CULTUREGRANTS ONLINE(TM) END USER TERMS AND CONDITIONS

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the "Agreement") apply between user and The Western States Arts Federation("WESTAF"), a Colorado non-profit corporation, with respect to the user's use of the Web Site and CultureGrants Online(tm) Software, as defined below, including, but not limited to, use to submit digitized attachments and text to the Indiana Arts Commission (sometimes, the "IAC ") as an application for grant monies.

1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:

Yes, I Agree
No, I do not agree
Print this Agreement

Individual Artist Program (IAP) Application Instructions

7. Complete all of the fields and then click “Register”.

All fields are required.

First Name:

Last Name:

Last 4 digits of your social security #:

Email:

Confirm Email:

Don't have an email account?
Get one at www.hotmail.com, or www.yahoo.com right now, it is free.

Username:

Password:

Confirm Password:



8. Complete all of the bold fields and then click “Submit”. YOU MUST SELECT A DEMOGRAPHIC TO PROCEED.

Bold Fields are required.

Account Information

Username:

Password:

Confirm Password:

Contact Information

Salutation:

First Name:

Middle Name:

Last Name:

Individual Artist Program (IAP) Application Instructions

9. After you have completed the profile, you will see “Available Grants”.



Grant Guidelines

Definitions

Current Grant Applications

Manage Work Samples

Profile

Logout

Available Grants

Your Profile was successfully updated!

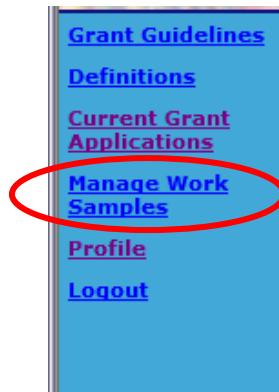
Available Grants

All deadlines are at 4:30 pm EST on the deadline day.

Program Name	Deadline	Current Activity	PDF
Individual Artists Program FY2009	Advance Review available before: Jan 16th, 2008	Start Application	

Indiana Arts Commission
150 W. Market Street, Suite 618 Indianapolis, IN 46204 phone: 317.232.1277
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10. Please refer to the guidelines about the Work Samples for each discipline. Once you have your Work Samples, click “Manage Work Samples”.



[Grant Guidelines](#)

[Definitions](#)

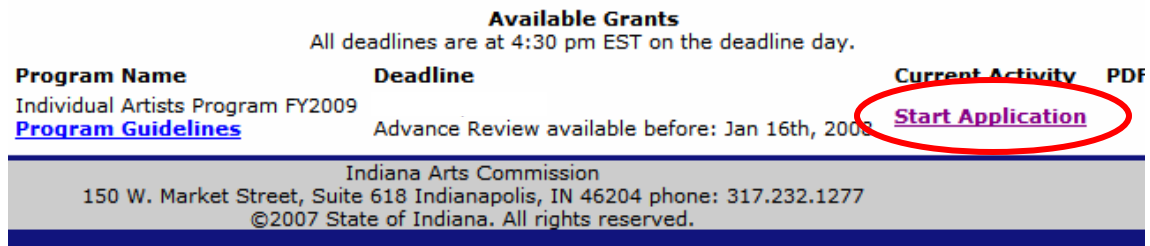
[Current Grant Applications](#)

[Manage Work Samples](#)

[Profile](#)

[Logout](#)

11. Once you have completed your Work Sample portion, click “Current Grant Applications”. This will take you back to the “Available Grants” page. Here click “Start Application”.



Available Grants

All deadlines are at 4:30 pm EST on the deadline day.

Program Name	Deadline	Current Activity	PDF
Individual Artists Program FY2009	Advance Review available before: Jan 16th, 2008	Start Application	

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Individual Artist Program (IAP) Application Instructions

12. Complete all of the bold questions and then click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

[Profile](#)
[Logout](#)

[Application Navigation](#)
[Application Information](#)
[Narrative](#)
[Task Timeline](#)
[Individual Budget - Expenses](#)
[Individual Budget - Income](#)
[Artistic Experience](#)
[Sample Selection](#)
[Sample Order](#)
[Project Synopsis](#)
[Application Checklist](#)
[Final Submit](#)

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program - 09-0002

Verify these items below:

I am at least 18 years of age at the time of this application: ☐ Yes ☐ No

My date of birth is:

I have been a legal resident of the state of Indiana since:

If an award is granted, I intend to remain a legal resident of the state of Indiana until:

I am not currently enrolled in any degree-granting program (e.g. undergraduate, post-graduate): ☐ Yes ☐ No

I did not receive a FY2008 Individual Artist grant. (July 1, 2007 to June 30, 2008): ☐ Yes ☐ No




I am not applying as part of a collaboration for which another artist is applying for IAC support for this cycle: ☐ Yes ☐ No

Submitted artistic documentation has been produced/created since February 3, 2006. ☐ Yes ☐ No

Project Start Date:
(Start date cannot be prior to July 1, 2008)

Project End Date:
(End date cannot be after June 30, 2009)

Project Discipline:

13. Complete all of the narrative questions and then click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

[Current Grant Applications](#)
[Manage Work Samples](#)
[Profile](#)
[Logout](#)

[Application Navigation](#)
[Application Information](#)
[Narrative](#)
[Task Timeline](#)
[Individual Budget - Expenses](#)
[Individual](#)

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program - 09-0002

Project Description: Write a brief statement describing your intended proposal. Be as concise, clear, and brief as possible in your responses. Panelists read many applications. Long rambling narratives are difficult to understand and remember. Panelists are more likely to retain information that summarizes key elements, is clearly presented, and to the point.

A. Describe the project: (Maximum Characters: 1,900. This includes spaces and punctuation.)
Current number of characters: 0

Individual Artist Program (IAP) Application Instructions

14. For the Task Timeline, click “Click here to Add New Task/Activity”. This will open another window to enter each task for the project. Click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

Definitions

[Current Grant Applications](#)

[Manage Work Samples](#)

[Profile](#)

[Logout](#)

[Application Navigation](#)

[Application Information](#)

[Narrative](#)


[Task Timeline](#)

[Individual Budget - Expenses](#)

[Individual Budget - Income](#)

[Artistic Experience](#)

Task Timeline

 **Tech Tips**

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program - 09-0002


Timetable
The timetable should include detailed information about the project, including activities that occur within the grant period in addition to a project start and end date. Projects may occur any time within the grant period. For example, a project should start September 15, 2008 and be completed by May 15, 2009. Projects may also stretch the entire length of the grant period, from July 1, 2009 to June 30, 2009. All Final Grant Reports will be due by May 31st, 2009.

Project Start Date
Nov 9th, 2007

Project End Date
Nov 9th, 2007

List Activities [Click here to Add New Task/Activity](#)

 **P** Previous Section

 **S** Save Work

 **P** Preview Application

Next Section  **N**

Add/Edit Activities

Activity/Task Form

note: Your activity dates must fall between July 1, 2008 and June 30, 2009

Start Date:

End Date:

Activity/Task:

Individual Artist Program (IAP) Application Instructions

15. Complete the Budget for both the Expenses and Income. Click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

You must save your work on every page, use the orange **Save Work** button at the bottom of

Individual Artists Program - 09-0002

ESTIMATED PROJECT EXPENSES

Please provide a line-item budget for your estimated cash expenses. If an expense item lists to the project, leave the line blank; round figures off to the nearest dollar-do not include cen

IN-KIND DONATIONS

Include in this section the value of all donated materials and services applicable to the comp
Please contact the IAC for more information on in-kind donations.

Expenses (round to the nearest dollar)		Cash Expenses	In-kind
Personnel - Specify:			
<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
Facility Rental		<input type="text" value="0"/>	<input type="text" value="0"/>
Travel/transport		<input type="text" value="0"/>	<input type="text" value="0"/>
Marketing		<input type="text" value="0"/>	<input type="text" value="0"/>
Publicity		<input type="text" value="0"/>	<input type="text" value="0"/>
Promotion		<input type="text" value="0"/>	<input type="text" value="0"/>
Postage		<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies		<input type="text" value="0"/>	<input type="text" value="0"/>
Other - Specify:			
<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0"/>

You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program - 09-0002

PROPOSED PROJECT INCOME

Report direct cash support such as artist's contribution, cash donations made directly to the project by indivi
sustaining memberships, net proceeds from special fundraising events, etc. Include income from corporate
foundations, United Arts and United Way organizations in this section. Also include the amount of funding rex
from the Indiana Arts Commission on the line indicated. Total Project Income should equal Total Project Exp

Income (round to the nearest dollar)		Cash
Artist Cash		<input type="text"/>
Donations		<input type="text"/>
Other Grants Specify:		
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
Other Specify:		
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
Requested IAC amount		<input type="text"/>
Total Income		<input type="text"/>
Total in kind income		<input type="text" value="0"/>
Total Project Income:(IAC Request amount + Income Total + In-Kind Income)		<input type="text"/>

Individual Artist Program (IAP) Application Instructions

16. For the Artistic Experience, click “Click to Add Activity”. This will open another window to enter each task for the project. Click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

Artistic Experience



You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program - 09-0002

IAP Artistic Experience Summary

This section replaces the former requirement of a separate attached "resume". Include relevant artistic education, training, experience, festivals, workshops, awards, accomplishments, etc. with applicable dates. **List most current activities first.**

To create your summary of artistic experience please click the "add activity button" below. This will launch a separate form to enter artistic experience information. Please add items to summary one at a time. The table below will show you the items you have added and you can edit or delete those items.

List Activities [Click to Add Activity](#)



Add/Edit Activities

You must save your work on every page, use the orange **Save Work** button at the bottom o

Activity Form

Date(s):

Title:

Activity description:
(Maximum Characters: 250. This includes spaces and punctuation.)
Current number of characters: 0

Sequence:

17. Per the guidelines, selection the Work Samples of your discipline. Click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

Sample Selection



You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program Crafts - 09-0002

Selection rule

Rule (Crafts): You must submit 6 image samples.

You have not submitted any samples to this application.

Work Samples

The following banks are where you will enter and submit the work samples for your application. Detailed information about work sample requirements is included in the [guidelines](#).

Images

You have no Images in your bank. To add items, click Image Bank.

Image Bank

18. Select the order of your Work Samples. Click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

Sample Order



You must save your work on every page, use the orange **Save Work** button at the bottom of each page.
Individual Artists Program Crafts - 09-0002

Selection rule

Rule (): You must submit 6 image samples. [See guidelines](#)

You have not submitted any samples to this application.

You have not yet submitted any materials. [Click here](#) to select some.

Work Samples

Below is a preview of how your samples will be presented. Please use the move up and move down buttons to re-order your sample presentation. Remember to click Save Work to save.

19. Enter a brief synopsis to be used on the IAC web page. Click “Save Work” and then click “Next Section”. Be sure to click “Save Work” for each section.

Project Synopsis



You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program Crafts - 09-0002

Please enter information about your project that you would want posted to the Indiana Arts Commission's website if you are selected for a grant. (Maximum Characters: 300. This includes spaces and punctuation.)
Current number of characters: 0



Individual Artist Program (IAP) Application Instructions

20. Click “Preview Application”, a PDF will open up. Print, sign, and mail the hard copy application to the IAC.

Application Checklist



You must save your work on every page, use the orange **Save Work** button at the bottom of each page.

Individual Artists Program Crafts - 09-0002

This is your Application Checklist. You can also print this checklist in your application PDF. Your application is not submitted until you click submit on the final submit page and mail in your signed hard copy application postmarked by Jan 23rd, 2008.

- You must mail in one copy of completed signed application to:
Indiana Arts Commission
Attn: IAP Grant Application
150 W. Market Street, Suite 618
Indianapolis, IN 46204



21. Click “Next Section”, this will bring up the Final Submit page. If your application is correctly completed (appropriate Work Samples, valid budget, etc.) you will see a checkbox that you must check after reading the terms. After checking the checkbox, a “Submit” button will appear. Go ahead and click the “Submit” button.

22. INGA will inform you that your application has been submitted to the IAC. You will receive a confirmation email from INGA as well.